

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0135

ISSUE DATE: December 22, 2014

TITLE: Technical Assistant, Construction Monitoring

CLOSING DATE: January 5, 2015

DIVISION/UNIT: Codes and Standards, Bureau of Construction Project Review

LOCATION: DCA Building, 101 S Broad Street, 4th Floor, Trenton, New Jersey

SALARY RANGE: S15 - \$39,457.23 - \$55,413.51

POSITION(S): 3

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

Under supervision in the Bureau of Construction Project Review maintains various control records to identify status of construction projects, assists supervisor in coordinating project activities with office staff and other departmental units; does other related duties as required.

REQUIREMENTS

EXPERIENCE:

Three (3) years of experience with an engineering, architectural, or construction company or a government agency in the coordinating or monitoring of various phases of work through the review of plans, agreements, purchase orders, records, and correspondence.

NOTE: Formal college education may be substituted for work experience on a basis of thirty (30) hours of engineering or architecture subjects for two (2) years of experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0135
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer